

**Date:** May 13, 2016  
**To:** Authorized Representative - Child Nutrition Programs  
**From:** Karen Wooton, Coordinator - Food and Nutrition Services  
**Subject:** Fresh Fruit and Vegetable Program School Year 2016-2017

The Missouri Department of Elementary and Secondary Education (DESE), Food and Nutrition Services (FNS), administers the U. S. Department of Agriculture (USDA) Fresh Fruit and Vegetable Program (FFVP) in accordance with section 19 of the Richard B. Russell National School Lunch Act. To participate, Local Education Agencies (LEAs) must offer free fresh fruits and vegetables to all students during the school day, separately from the lunch or breakfast meals. The purpose of the program is to increase fresh fruit and vegetable consumption by students. For additional information please reference the [FFVP Handbook](#) located on DESE, FNS website <http://dese.mo.gov/financial-admin-services/food-nutrition-services> under Publications.

Missouri **elementary** schools with 50% or more students eligible for free or reduced price meals as of October 2015 or CEP claiming percentage is above 50% can fill out the *USDA Fresh Fruit and Vegetable (FFVP) Application* to competitively apply to participate for the 2016-2017 school year. Priority will be given to schools with the highest percentages of eligible students in the free and reduced price meal categories. The *USDA Fresh Fruit and Vegetable (FFVP) Application* is available in the Web Application System. Please see instructions below. A list of school buildings eligible to participate in the FFVP for school year 2016-2017 is provided on the DESE, FNS website homepage. Please do not submit an application for a school building that is not found on this list.

The allocated amounts for selected schools will be at least \$50.00 per student enrolled in October 2015, and no more than \$75.00 per student. The exact amount each school will be allocated is unknown until the total enrollment of all the selected schools is calculated. ***Funding for the FFVP is to be used primarily for the purchase of fresh fruits and vegetables to be made available to all enrolled students at no cost during the school day, but outside of meal service times.***

Approximately 15% of each school's allocation must be obligated and cost incurred by September 30, 2016. The remainder of the funds will be available for obligation after October 1, 2016, through June 30, 2017. Obligated funds are defined as money spent for goods or services during a specified time period, even if the goods/services are not used during the same time period. An example would be purchasing fresh fruits and vegetables for a determined amount on September 25 for delivery throughout the month of October. In this example, the funds are obligated before September 30 even though the fresh fruits and vegetables will not be received until October.

The LEA is allowed up to 10% for program administration for each selected school based on the total allocation. The initial reimbursement request may reflect a greater proportion for administration for startup purposes. This is acceptable as long as the total spent on program administration for the entire year by the selected school is limited to 10% of their total

allocation. The FFVP should be structured so that maximum benefits are received by the students. Definitions of allowable administrative costs can be found in the [FFVP Handbook](#).

The FFVP operates on a reimbursement basis. LEAs will be required to provide information about participation, purchases, and costs for each participating school, to the State Agency (SA) on a monthly basis in order to receive reimbursement. In no instance will advance funding be provided. The reimbursement claim will be available on the DESE, FNS websystem.

If interested in applying for the FFVP please complete the *Fresh Fruit and Vegetable (FFVP) Application*. **Please answer each question with specific information. Incomplete information will disqualify your application.** The application will display an error if submitted without all questions answered. LEAs with multiple eligible schools will need to apply for each school individually, and may have multiple schools selected. **The due date for the application to be submitted to DESE, FNS is 4:30 p.m. on Friday, May 27, 2016. Applications received after this date and time will not be accepted.**

Participation in the FFVP is another opportunity to help students develop lifelong healthful eating habits. Contact Jill Rehagen at (573) 751-4402 or [jill.rehagen@desse.mo.gov](mailto:jill.rehagen@desse.mo.gov), or myself at (573) 751-3526 or [karen.wooton@desse.mo.gov](mailto:karen.wooton@desse.mo.gov), if you have any further questions about the FFVP.

### Instructions for completing the Fresh Fruit and Vegetable Application:

- Log into the Web Application System. The 2016-2017 School Year will be displayed.
- Under the Applications Tab in the dark blue bar, click on the option that says FFVP Application Packet.
- The screen that opens up will say FFVP Application Packet at the top of the page. Click on Detail under the Action heading.
- There are two sections that need to be completed: the Certification page and the Site Application.
  - Certification – Click the Add button under the Action heading. Please enter the contact information of the person responsible for administering the Fresh Fruit and Vegetable Program. Please read the Certification statement carefully. Click the Save button and it will return to the FFVP Application page.
  - Site Application – Click the Add button under the Action heading. Verify the information in Sections A & B is correct. (This data pulls from site application in the previous year and the October 2015 claim.) Complete remaining Sections and hit Save. (The application will auto approve but that does not mean automatic approval for the funds. An approval letter will be provided by the end of May if selected.)